

Deleting an item in the list view

1 Locate the item you want to delete.

Item ↕	Category ↕	Due Date ↕
 Overall Grade	No Category	
 Homework Calculation	No Category	
 Start Here Acknowledgement Form 0 of 3 submitted	Form	
 Homework 1	Assignment	
 In Class Quiz 1	Quiz	9/6/26, 11:59 PM
 In Class Quiz 2	Quiz	9/13/26, 11:59 PM
 In Class Quiz 3	Quiz	9/13/26, 10:15 AM
 *Discussion: The Power of Food in Building Connections 1 of 3 participated	Discussion	7/26/26, 3:09 PM
 *Assignment: The Complex Relationship Between Food and Identity	Homework	7/25/26, 11:59 PM

2 Go to the end of the row, and locate the ellipsis.

e Date ↕	Grading Status ↕	Post ↕	
			↑↓ ...
			↑↓ ...
			↑↓ ...
	3 to grade		↑↓ ...
i/26, 11:59 PM	2 to grade	Post 1 grade	↑↓ ...
3/26, 11:59 PM	All graded	Post 3 grades	↑↓ ...
3/26, 10:15 AM	2 to grade	Post 1 grade	↑↓ ...
6/26, 3:09 PM	1 to grade		↑↓ ...

3 Click on the ellipsis.

Date ↕	Grading Status ↕	Post ↕	
			↑↓ ...
			↑↓ ...
			↑↓ ...
	3 to grade		↑↓ ...
3/26, 11:59 PM	2 to grade	Post 1 grade	↑↓ ...
3/26, 11:59 PM	All graded	Post 3 grades	↑↓ ...
3/26, 10:15 AM	2 to grade	Post 1 grade	↑↓ ...
3/26, 3:09 PM	1 to grade		↑↓ ...

4 A drop down menu will appear, click delete.

			↑↓ ...
			↑↓ ...
	3 to grade		↑↓ ...
3/26, 11:59 PM	2 to grade	Post 1 grade	↑↓ ...
3/26, 11:59 PM	All graded	Post 3 grades	↑↓ ...
3/26, 10:15 AM	2 to grade	Post 1 grade	↑↓ ...
3/26, 3:09 PM	1 to grade		↑↓ ...
3/26, 11:59 PM	1 to grade		↑↓ ...
3/26, 11:59 PM	1 to grade		↑↓ ...

5 Click on "Delete" again to delete your item.

The screenshot shows a web application interface for a gradebook. A table lists items with columns for date/time, grade description, and action buttons. A modal dialog box titled "Delete Grade Item?" is open, asking for confirmation to delete an item and its grades. The "Delete" button in the dialog is highlighted with a yellow circle and a hand cursor.

	3 to grade	
5/26, 11:59 PM	2 to grade	Post 1 grade
3/26, 11:59 PM	All graded	Post 3 grades
3/26, 10:15 AM	2 to grade	Post 1 grade
6/26, 3:09 PM	1 to grade	
5/26, 11:59 PM	1 to grade	
2/26, 11:59 PM	1 to grade	
9/26, 11:59 PM	1 to grade	

Delete Grade Item?

Are you sure you want to permanently delete this item and grades from your gradebook?

Cancel Delete